

DIVISION OF MINERAL MINING PROCEDURES MANUAL		PROCEDURE NO.	4.5.00
		ISSUE DATE	09/10/91
SUBJECT	Completion Material/Permit Close-Out	Section	Permitting
		Last Revised	

OBJECTIVE AND INTENT:

To ensure timely and consistent close-out of reclaimed mines.

PROCEDURES:

1. The Mine Inspector will check areas regraded and vegetated to verify site conditions. The Mine Inspector will complete his review of the completion materials within 30 days of receipt from the operator or the DMM office.
2. The Program Support Technician will conduct the completeness review within 2 days of receipt of the package. If the completion package is incomplete it will be forwarded to the Mine Inspector to obtain the proper documentation.

The Program Support Technician will confirm that the completion package contains the following information:

- A letter from the operator requesting release of his permit/license
 - A completed ***Mineral Mining Annual Tonnage Report (DMM-146)***
 - A ***Bond Release Inspection (DMM-104d)*** completed and signed by the Mine Inspector. This form must cover release of all bonded acreage.
3. The Program Support Technician, upon completion of the review process and within 9 days of receipt, will signify approval by signing the Bond Release Inspection Form.
 4. The Program Support Technician will log the Tonnage Report data onto the Mineral Mining System.
 5. The Program Support Technician will release all bonds posted on the complete operation in accordance with *DMM Procedure 4.4.00, Bond Reduction and Release*.
 6. Upon receipt of the processed Request to Refund Cash Bonds or Revenue (OFS-RRV-1) from the Office of Financial Services, the Program Support Technician will enter the Mineral Mining System and update the permit information by entering an abandoned date, zeroing the permitted acreage and bonded acreage registers, and update the reclaimed acreage registers with the acreage released at close-out.
 7. The Program Support Technician will prepare, sign, and mail a completion letter to the operators notifying them that the operation has been closed. The letter will be accompanied by a copy of the executed Bond Release Inspection form.
 8. The Program Support Technician will provide the site Mine Inspector with a copy of all completion materials and update the office file. The office file will then be marked "completed", dated, and placed in storage for records retention in accordance with State policies and DMME procedures.